



PROGRAMMER ANALYST I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical work in the programming, testing, installation and maintenance of computer systems using client/server technology; and to operate computer equipment as required.

Distinguishing Characteristics:

Programmer Analyst I - This is the entry level class in the Programmer Analyst series. This class is distinguished from the Programmer Analyst II by the performance of the more routine tasks and duties assigned to positions within the series including fundamental applications programming, testing and maintenance of computer systems. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Programmer Analyst II - This is the full journey level class within the Programmer Analyst series. Employees within this class are distinguished from the Programmer Analyst I by the performance of complex systems analysis and programming duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are full aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, require prior programming experience.

Supervision Received and Exercised:

Programmer Analyst I

Receives general supervision from the Applications Supervisor or other supervisory and management staff.

Programmer Analyst II

Receives general supervision from the Applications Supervisor or other supervisory and management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all

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positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Write, modify, test and debug new and existing computer programs; analyze problems and make modifications to systems and individual programs to meet customer needs or systems design changes; maintain assigned systems.
- Develop solutions to problems in order to meet customer needs; communicate with customers, in-house staff and vendors regarding system and customer needs.
- Prepare documentation for new programs and changes to existing systems.
- May work directly with customers to identify needs; design and write computer programs based on system and customer needs as assigned.
- Assist the customer with implementation of new and existing computer systems; assist with or provide customer training.
- Confer with senior staff regarding complex solutions to programming problems relating to customer needs.
- Attend training seminars and professional meetings as needed.
- Operate a computer and related equipment as required.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Programmer Analyst I

A minimum of six months programming experience is required.

Programmer Analyst II

Minimum of two years of computer programming and/or systems analysis experience, including experience developing systems using client/server technology.

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Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2121/2122

Salary Range: 34/41

FLSA: Exempt